

## **EDITED KSA LISTING**

### **CLASS: ACCOUNTING OFFICER (Specialist)**

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

	<b>Knowledge of:</b>
<b>K1</b>	Comprehensive knowledge of accounting principles and procedures to effectively perform complex accounting functions (e.g., reconciliation's, budgeting, preparation of financial statements, etc.).
<b>K2</b>	General knowledge of governmental accounting and budgeting to effectively apply accounting principles and procedures to a governmental entity (e.g., encumbrances, fund accounting, treatment of fixed assets, etc.).
<b>K3</b>	General knowledge of the uniform accounting system, financial organization, State of California related laws, rules, and regulations to conform with statewide accounting practices and procedures.
<b>K4</b>	General knowledge of business management principles, including office methods and procedures to effectively plan, organize, and direct the workforce.
<b>K5</b>	General knowledge of public finance principles to maintain effective on-going contacts with public entities (e.g., vendors, local/federal governmental jurisdictions, etc.).
<b>K6</b>	Basic knowledge of business law to effectively interpret and apply contract terms and conditions (e.g., purchase orders, service contracts, etc.).
	<b>Skill to:</b>
<b>S1</b>	Apply accounting principles, procedures, and office methods to effectively and accurately perform accounting functions.
<b>S2</b>	Analyze data and draw sound conclusions to accurately process, provide, and implement accounting information.
<b>S3</b>	Analyze situations and data accurately to develop and adopt an effective course of action.
<b>S4</b>	Prepare clear, complete, and concise reports (e.g., statistical, penalty, audit, etc.) with the use of various accounting tools (e.g. CALSTARS, software, microfiche, ten-key calculator, etc.) to provide direction and information on a wide variety of accounting functions.
<b>S5</b>	Make sound decisions and recommendations in regard to accounting functions while maintaining control of the department's budget.
<b>S6</b>	Effectively apply interpersonal and communication techniques to secure and maintain the respect and cooperation of others.
<b>S7</b>	Communicate effectively in order to exchange information and/or provide direction to staff and others.
<b>S8</b>	Apply mathematical computations to complete accounting functions and ensure accuracy of transactions performed.

Bold text-indicates not on Classification Spec.

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